

(A) BOOKING THE ENTIRE LOUNGE FOR AN EVENT AT T-BUDS

CAPACITY OF ROOM	<ul style="list-style-type: none"> ➤ Maximum capacity: 26 guests. ➤ Please see below (B) for smaller groups.
AVAILABILITY	<ul style="list-style-type: none"> ➤ Saturday & Sunday 11 to 2 pm, 3:30 to 6:30 pm or 4:30 – 7:30 pm ➤ Tuesday to Friday during regular operational hours (start time to be determined for a 3 hour period). ➤ Bookings are made on a first-come, first-serve basis, based upon availability.
MINIMUM SPEND REQUIREMENTS	<ul style="list-style-type: none"> ➤ Minimum \$600 on Saturday/ Sunday for a 3 hour period from 11-2 pm or 3:30 -6:30 pm. ➤ Minimum \$ 450 on Saturday/ Sunday from 4:30 - 7:30 pm ➤ Minimum \$ 400 on a weekday. (start time to be determined for 3 -hour period) ➤ The room minimum is based on food and beverage combined, not including tax and (18%) gratuity. ➤ <u>If the minimum spend requirement is not met the difference will appear as a room rental fee on the final bill.</u> ➤ There is no charge to use the space, provided the minimum food and beverage expenditure is met.
FINAL GUEST COUNT	<ul style="list-style-type: none"> ➤ Please note, unless we are notified of a guest count revision <u>24 hrs ahead of the event date and time, the number originally contracted will be assumed as the guarantee.</u> ➤ You will be billed for the guaranteed number given or the actual number in attendance, <u>whichever is greater.</u>
PAYMENTS & CANCELLATION POLICY	<ul style="list-style-type: none"> ➤ A deposit of 25 % of minimum is required to secure the date and space, payable by cash /e-transfer/debit or credit card. ➤ The balance must be paid at the conclusion of the event. ➤ Your deposit is fully refundable if notice of cancellation is received <u>14 or more days in advance of event date.</u>

<p>MENU SELECTION</p>	<ul style="list-style-type: none"> ➤ All food items for private events will be selected from our current Afternoon Tea menu. ➤ You are able to interchange items between each menu - prices will be adjusted accordingly. ➤ Food items are subject to current market prices. ➤ We can assist you with tailoring your selections for the best guest experience. ➤ Please see (C) Menu Options below for details. ➤ The only outside food item permitted to be brought in is a celebratory cake or cupcakes. ➤ Cake plating fee - based on your <u>confirmed guest count</u>. Cake - cut, plated and served \$1 per guest.
<p>SERVICES AND ITEMS SUPPLIED BY T-BUDS</p>	<p>The following services are complimentary:</p> <ul style="list-style-type: none"> ➤ Standard ivory cotton tablecloths. ➤ Coloured cloth napkins. ➤ Service staff. ➤ Existing tables and chairs. ➤ Standard table flatware and glassware.
<p>DECOR</p>	<ul style="list-style-type: none"> ➤ You may bring in your own table décor. ➤ Please do not use any nails on the walls. ➤ You may use any extra tables for gifts or party favours. ➤ It is the responsibility of the host to clear up all decorations.
<p>TIMING</p>	<ul style="list-style-type: none"> ➤ You may come in approx 15-20 minutes prior to the booking time for set-up if needed. Please inform us if you need this time. ➤ Our staff will be clearing and setting up during this time. ➤ A <u>15 -minute</u> grace period will be allowed for the space to be cleared and all decorations, etc to be taken down. ➤ An additional fee of <u>\$ 25 for every 15 mins</u> will be charged if you go over the agreed times.
<p>PARKING</p>	<p>We do not have designated parking. However, there is side street parking plus additional Green P parking, one street south on Glenforest Road.</p>

(B) BOOKING THE LOUNGE FOR A SMALL GROUP EVENT

- We can seat up to **12 guests** comfortably in one half of the lounge space. There will be other customers sharing the space. Please be mindful of the fact that it is a tearoom, and keep noise levels to a minimum for the comfort of the other guests. (The attending staff may have to unfortunately remind you if it gets too loud)
- If you have **13- 16 guests**, the only time slots we can offer you will be at 4 pm or after. If the number of **guests is over 17**, please book the entire lounge.
- The reservation would be for a period of 2 hours.
- Extra charges may be incurred in case of going over the set time limit.
- A minimum spend of \$10 per person should be met (before tax & gratuity).
- A minimum deposit of \$ 25 needs to be made for any group of 8 or over. We cannot guarantee to hold the space unless a deposit is made.
- It would be appreciated if the final guest count is confirmed 24 hours in advance of the event date and time.
- No outside food is allowed. You may bring small table décor items if you wish.
- An 18% gratuity will be charged per person.
- For larger groups, we recommend a pre-determined menu for efficiency of service.

CONTACT INFORMATION

ADDRESS	t-buds, 3343 Yonge Street (second Floor) On M4N 2M4
HOURS OF OPERATION	11 am – 6 pm Tue Wed Thur Sun 11 am – 8 pm Fri Sat Closed on Monday
TEL	647 352 3622 /24
WEB	www.t-buds.com
EMAIL	tbuds3343@gmail.com or info@t-buds.com
FACEBOOK	tbuds.toronto

(C) AFTERNOON TEA MENU OPTIONS FOR EVENTS

<p>TYPES OF AFTERNOON TEA (AT) & COST</p>	<ul style="list-style-type: none"> ➤ Classic Afternoon Tea - \$ 30 per person ➤ Chocolate Afternoon Tea - \$ 33 per person ➤ Savoury Afternoon Tea - \$ 20 per person
<p>SANDWICH OPTIONS* 6 sandwiches per Classic AT or Savoury Cream tea & 4 sandwiches per Chocolate AT</p> <p>*You may choose your preferred sandwich options.</p>	<ul style="list-style-type: none"> ➤ Cucumber & watercress with cream cheese and chives ➤ Roast beef and horseradish-dijon and arugula ➤ Smoked salmon and dill cream cheese ➤ Seasoned tuna with lemon zest and red pepper ➤ Creamy shrimp salad in a brioche bun ➤ Curried chicken with green apple and mango chutney ➤ Oven roasted tomato and cheddar cheese ➤ Egg salad with alfalfa sprouts ➤ Pickled beet and carrot with basil pesto
<p>OTHER FOOD ITEMS please indicate *if you have any special requests *if any guests with dietary restrictions</p>	<ul style="list-style-type: none"> ➤ Scones - 2 per Savoury, Classic or Chocolate AT ➤ Quiche - 1 per Classic or Chocolate AT ➤ Petit fours – 2 per Classic / Chocolate AT ➤ Mini savoury crepe with mole sauce, Eton Mess and Danish pastry for Chocolate AT.
<p>TEA SERVICE (You have a choice of up to 5 different teas from our extensive tea menu)</p>	<ul style="list-style-type: none"> ➤ Individual Service: Each guest will be served a pot of tea of their choice, from 3-5 teas selected by the host.
<p>SEQUENCE OF AFTERNOON TEA SERVICE</p> <ol style="list-style-type: none"> i. Tea Service ii. Starter iii. Main 3 tier platter iv. Sparkling Jasmine Tea 	<p>Please determine order/timing for your event with respect to:</p> <ul style="list-style-type: none"> ➤ Seating – depending on final guest count, seating can take 10-20 minutes. ➤ Introductions, first toasts & welcome speech, if any. ➤ Order taking / tea service – at least 15 minutes. ➤ Speeches / games etc – for best flow, we require a program of your events. ➤ Formal Presentation/Guest Speaker – please speak to staff to coordinate service timing with presentation.

